

CPC Meeting Minutes  
November 17, 2011

Members present: Walter Foster (chair), Janet Adachi, Peter Ashton, Tory Beyer, Roland Bourdon, Doré Hunter, Corrina Roman-Kreuze, Andy Magee, Betsy Mercier, Susan Mitchell-Hardt, Ken Sghia-Hughes  
Also present: Roland Bartl (staff), Steve Noone (Finance Committee observer)

Walter called the meeting to order at 7:35.

1. Approval of minutes of the last 2 meetings

Minutes of the 11/3/11 meeting were approved as amended by Susan M-H.

Minutes of the 10/13/11 meeting were not available. They will be taken up at the next meeting.

2. Report on Selectmen's meeting with all Town Board/Committee Chairmen

Janet reported that the BOS met with board and committee chairs to review the progress toward the goals of each committee.

Walter reported to the BOS on our goals, which we have made good progress on this year:

- Website improvement

- Recruiting new At-Large members

- Vetting Town projects with BOS for endorsement and prioritization

- Better coverage of admin costs for Committee

BOS Chair will schedule next review meeting in March 2012.

3. Initial review of 2012 project applications

All projects are loaded on the DocuShare site. Committee members can take a look at them and download them from there. We will begin review of the projects at our next meeting on 12/8/2011.

4. Member assignments to projects

Member liaison assignments to the proposed projects are shown in the table below, along with scheduled dates for proponent presentations to the Committee. Roland Bourdon suggested having only one person send 1 e-mail to Dean Charter for the 4 Acton Municipal Property proposals he will be presenting. Roland Bourdon will take care of sending this e-mail.

Liaisons should remind proponents to limit each proposal to 15 minutes. Tory suggests using Ken's letter from last year as a template for making

the initial contact with proponents. Ken will send out a copy to Committee members.

Project	Liaison	Amount Requested	Date of Presentation
Open Space Committee—Set Aside	Andy and Susan	\$400,000	12/8/2011
ACHC—Regional Housing Services Program	Corrina	\$40,000	1/12/2012
AHA—Development Funds	Ken	\$300,000	1/12/2012
Friends of Leary Field—Lower Fields Complex	Betsy and Peter	\$979,846	1/26/2012
Acton Municipal Properties—468 Main St	Janet	\$70,000	1/12/2012
Acton Municipal Properties—Memorial Library window restoration	Roland	\$12,000	1/12/2012
Acton Municipal Properties—Town Hall Tower Clock	Dore	\$14,000	1/12/2012
Acton Municipal Properties—Windsor Building	Susan	\$225,000	1/12/2012
HDC—South Acton Train Station	Tory	\$150,000	12/8/2011
HDC—Preservation Loan	Walter	\$150,000	12/8/2011
Admin costs (anticipated by Committee)		Expected 5%	

#### 5. Review schedule to 2012 Annual Town Meeting

Roland Bartl informed the Committee that he plans to submit the proposals to Town Counsel for review, and will include any specific questions raised by the Committee. He will try to get comments for the 12/8/2011 presentations before the 12/8/2011 meeting.

The Committee decided to cancel the 12/22/2011 meeting.

#### 6. Schedule proponent presentations

At our 12/8/2012 meeting, we will begin by reviewing the proposals among the Committee. This meeting will begin at 7:00 (note time change for start of meeting) to allow ample time for this discussion.

12/8/2012 Meeting Schedule:

7:00-8:30 Initial Project Review by Committee

8:30-8:40 Open Space presentation

8:40-9:00 SATSAC presentation

9:00 HDC Preservation Loan presentation

1/12/2012 Meeting Schedule:

7:30-7:50 ACHC presentation

7:50- 8:10 AHA presentation

8:15-8:30 Municipal Properties 468 Main St presentation

8:30-8:45 Municipal Properties Memorial Library presentation

8:45-9:00 Municipal Properties Town Hall Clock Tower presentation

9:00-9:45 Municipal Properties Windsor Building presentation

7. Woodbury Lane project update

Tory reported that the Historic Commission is planning to issue an RFQ to select architect. RFQ should be complete this week. Roland Bartl will check with Dean Charter to make sure he is up to date on the progress of the project and the Committee's concern that the engineering structural evaluation is done first, before contracting for demolition.

8. Exchange Hall project update

Historic preservation restriction is not finalized. (Mr. Berger wants to put off the elevator, etc. until later). Federal architectural board signoffs are in place.

Walter asked about the site plan that was granted to the property owner. Roland Bartl informed the Committee that Mr. Berger does not have the parking, and the site plan is abandoned. Janet added that Mr. Berger is getting time waivers from the AAB. He is trying to substitute a simplified lift for the elevator. Bathrooms are not handicap accessible. Up to now, CPC funds have not been released—we still need an Historic Preservation Restriction in place and agreement on use of a public meeting space by the Town.

9. Other Business

Tory asked why Steve Ledoux's memo on prioritizing the proposals is missing proposals. It's because #4 was a tie between 2 projects, and the AHA is not overseen by the BOS, so it is not ranked on the list.

Steve Noone provided an update on 6 Piper Lane. There was an open house. A lot of people walked through. The house is not in very good shape! 90 School St (in front of 6 Piper) doesn't help the appearance of 6 Piper Lane.

Corrina commented that Theatre III looks great!

Next Meeting: December 8, 2011, starting at 7:00pm

Documents Discussed During Meeting

See attached online index of 11/17/2011 meeting packet.